



ARIZONA DEPARTMENT OF TRANSPORTATION



HIGHWAY DIVISION

206 South Seventeenth Avenue - Phoenix, Arizona 85007-3213

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Governor

GARY K. ROBINSON
State Engineer

LARRY S. BONINE
Director

April 12, 1993

Engineering Consultants Services

INFORMATION BULLETIN 93-08

TO: ADOT CONSULTANTS
PROJECT LEADERS

FROM: ENGINEERING CONSULTANTS SERVICES *Ken*

SUBJECT: QUALITY OF PLAN SHEETS FOR BID SETS

Please be advised that the attached submittal requirements will be incorporated into the generic scope of work, as well as, ECS Procedures as requested by General Services Section.

ADOT Project Leaders will need to review existing consultant contract plan submittal requirements and determine if compliance is feasible. Every effort must be made to ensure that a good reproducible quality is received.

Your cooperation in this matter will be greatly appreciated.

B2.2.7

ARIZONA DEPARTMENT OF TRANSPORTATION

ADMINISTRATIVE SERVICES DIVISION

GENERAL OPERATIONS GROUP

1655 W. JACKSON, PHOENIX, ARIZONA 85007-3217

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OFFICE MEMO

DATE: JANUARY 26, 1993

TO: ROBERT MICKELSON, DEPUTY STATE ENGINEER
HIGHWAY DEVELOPMENT GROUP 610E

FROM: ROBERT IVAN, MANAGER *RAI*
GENERAL SERVICES SECTION 100F

SUBJ: QUALITY OF PLAN SHEETS FOR BID SETS

Recently the Control Desk and Printing Services have been having serious problems with the final plan sheets from consultants and the agency. These problems include:

1. Seals are of poor quality and not reproducible.
2. Plan sheets printed on thermal paper.
3. Paste-ups, tape and sticky backs are on final plan sheets.
4. Poor quality lines which are so weak they cannot be reproduced.
5. Use of pencil on final drawings.
6. Reverse mylars with information on both sides of the sheet.
7. Color ink used on plan sheets.
8. Mylars under 3 mil.

All of the above have created delays in reproducing bid sets and can cause bid delays.

We would request that the following steps be taken and included in the consultant's contract specifications:

1. All seals must be of good reproducible quality and all signatures in black ink.
2. All final plan sheets be printed on a 20 lb. vellum or a mylar not less than 3 mil nor more than 5 mil.
3. Plan sheets should be black printing only. Other colors are difficult to reproduce.
4. No paste-ups, tape or sticky back.
5. No pencil on final drawings.
6. No reverse mylars.

RECEIVED

JAN 28 1993

DEPUTY STATE ENGINEER
HIGHWAY DEVELOPMENT